 **Do I Do That?**

A Review of the 6 Teaching Skills  
that every Instructor should Master

Taught By Vicki Ferneyhough, DREI all rights  
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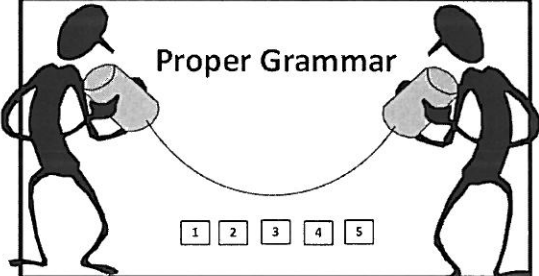
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**1. Communication Skills**



Proper Grammar

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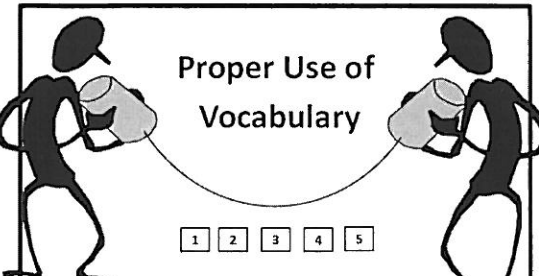
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**1. Communication Skills**



Proper Use of  
Vocabulary

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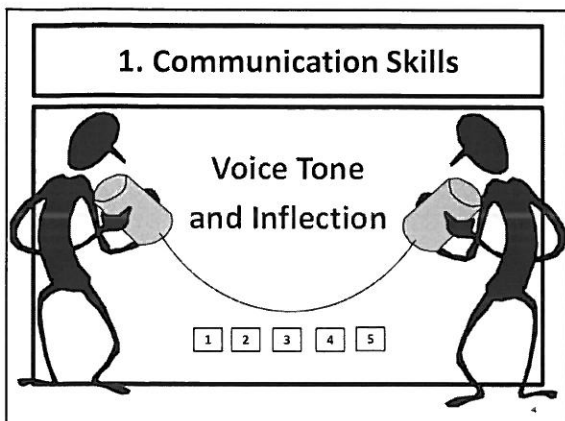
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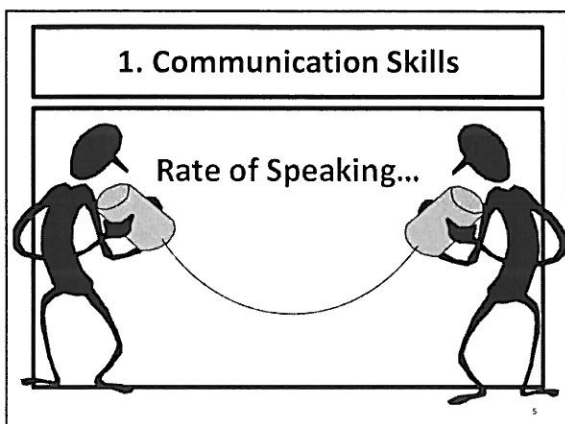
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Slow Talkers....	Fast Talkers....
<ol style="list-style-type: none"> <li>1. Speak fewer than 130 words per minute</li> <li>2. Can be perceived as slow thinkers. They tend to be auditory learners</li> <li>3. Give the listener too much time to process your information and boredom sets in</li> </ol>	<ol style="list-style-type: none"> <li>1. Speak more than 170 words per minute</li> <li>2. Tend to have poor enunciation which makes it harder for all students to understand</li> <li>3. Cause students to zone out</li> <li>4. FYI - Auctioneers can speak 250-400 wpm</li> </ol>

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## Test Your Rate of Speaking

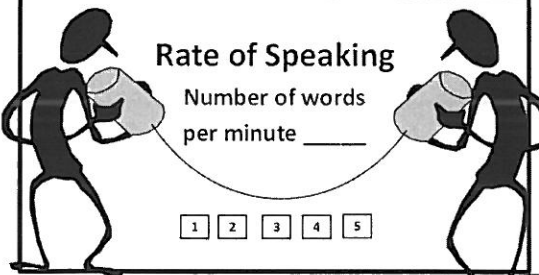
*You will have 1 minute to read these materials aloud. After time is called, circle the last word spoken.*

Good morning class my name is \_\_\_\_\_ and we are going to be discussing License Law today. The North Carolina Real Estate Commission has the right to give a real estate license or to take it away. Should an agent ever violate one of the deadly sins of real estate: willful misrepresentation, willful omission, negligent misrepresentation or omission, you may find yourself in front of the nine member real estate commission explaining your actions.

If the agent is found guilty, the North Carolina Real Estate Commission can reprimand or censure an agent or in very serious cases, suspend or revoke that agent's license. Keep in mind, that while your license is either suspended or revoked an agent cannot be actively working with either buyers or sellers.

The Commission also mandates that all provisional brokers remove their provisional status by taking a minimum of one thirty hour broker class by the anniversary date of their original licensure. In order to become a full broker, all three classes must be completed by the third anniversary of their original licensure. Failure to take these broker classes in a timely fashion will result in the agent's license becoming inactive.

**1. Communication Skills**



**Rate of Speaking**

Number of words  
per minute \_\_\_\_\_

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**Remedies**

Slow Talkers ...	Fast Talkers...
<ol style="list-style-type: none"> <li>1. Listen to yourself on a recording – may be painful</li> <li>2. Speed up your speech until you are speaking anywhere from 140-160 words a minute</li> </ol>	<ol style="list-style-type: none"> <li>1. Pause between phrases</li> <li>2. Look people in the eye and watch for body language that you are going too fast</li> <li>3. Breathe more often</li> <li>4. Sip water</li> </ol>

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**2. Visual Image**



**Attire**

**General Appearance**

**Grooming**

**Physical Mannerisms**

**Poise**


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**3. Knowledge & Organization**



**Topic Mastery**



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**3. Knowledge & Organization**



**Quality of Information**



1 2 3 4 5

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**3. Knowledge & Organization**



**Appropriate Scope & Depth**



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**3. Knowledge & Organization**



**Objectives  
& Importance**


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**3. Knowledge & Organization**



**Organization  
& Logic**


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**What is a Lesson Plan?**

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- An organized set of instructor's course notes or an instructor's guide on how to teach the course
- Should contain the following:
- Subject matter to be taught & time allocations
- Reminders of materials needed for each class

Page numbers in reference to student materials & handouts (Course materials should line up with all visuals).....

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**3. Knowledge & Organization**



**Focus**


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**3. Knowledge & Organization**



**Use of Examples**


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**3. Knowledge & Organization**



**Handling Questions**


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## Any Questions About Questions?



- Instructor should always repeat the question so everyone can hear both question and answer
- Repeating the question also verifies you "heard" the question correctly
- If you do not know the answer, say "great question" let me get an equally great answer for you....Do Not Make Up Answers!!!

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### 4. Instructional Methods



## Lecture Only Instruction

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Only 20%-30% of your adult learners are auditory...

Put another way: every 10 minutes you should do something other than "talk"

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## 4. Instructional Methods



### Use of Instructional Aids

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65% of the population are visual learners

90% of info that comes to the brain is visual

Visual aids improve learning by 400%

Statistics on Visual Learners 11/2012  
StudyMode.com

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### Victory With Visuals

- Include only necessary information
- Approx. 6 words per line
- Min. font size 28 point (shown here)
- Don't overstimulate
- Pictures should have meaning
- Can aid with more complicated topics....



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5% - 10% of adult learners are  
Kinesthetic learners

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Do I Do That....?

Use all 3 Methods

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#### 4. Instructional Methods



Learner Participation

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#### 4. Instructional Methods



##### Control of Students

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#### 5. Learning Environment



- Appropriate Seating
- Physical/Visual Barriers
- Acoustical Conditions
- Writing Surfaces
- Physical Comfort

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#### Those Deadly Distractions...



- Equipment that does not work properly
- Instructor that does not work properly with his annoying habits
- Too much noise in the classroom (laptops)
- Students who come and go as they please
- A presentation that begins with an apology, criticism or excuse
- The instructor's facial expression says "I would rather be anywhere but here" .....

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**6. Instructor Attitude**



**Towards Subject Matter**

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**6. Instructor Attitude**



**Towards Students**

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**6. Instructor Attitude**



**Professional Conduct**

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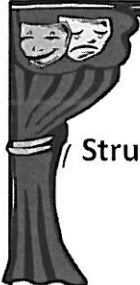
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**6. Instructor Attitude**



## Struggling with Burn Out

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**How to Avoid Burn Out:  
Remember....**



- What we do is important
- Most of our students really want to learn
- The Georgia Real Estate Commission's study
- To change your visuals, invent a new game or expand your teaching skills
- Take a break from your students you do not have to be available 24 hrs. a day
- If mama ain't happy - ain't nobody happy

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